



Official SCBOS User Guide

A Guide to Submitting an Outstanding Balance Filing (Making a Payment)

This application will enable you to submit an Outstanding Balance filing (payment) online with the South Carolina Department of Employment and Workforce (DEW). Employers can complete this filing through SCBOS Blue, an extension of SCBOS.

This User Guide is organized as follows:

- [Prerequisites](#)
- [Initiating Outstanding Balance Workflow](#)
- [Shopping Cart](#)
- [Appendix A – Frequently Asked Questions and Answers](#)

Prerequisites

Prior to submitting an Outstanding Balance filing on SCBOS Blue you must complete or have the following:

- Have a SCBOS account
 - If you do not have an SCBOS account you must create one by visiting www.scbos.sc.gov and selecting “Sign Up” in the upper right hand corner of the Home page.
- DEW account number and Personal Identification Number (PIN). If you don’t have a DEW account number, you can apply for an account number through SCBOS by first completing an Add Existing Business application then completing an Employer Registration application. If you don’t have a PIN, SCBOS will ask you to enter a four digit (numeric) PIN of your choice. From then on, you are to use the PIN you chose to enter.
- Federal Employer Identification Number (FEIN).

Once you have completed the prerequisites above you can begin the Outstanding Balance workflow.



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Initiating Outstanding Balance Workflow

Step 1 – Once you log into your SCBOS account you will see the page below. From the “MySCBOS” tab, click on “SCBOS Blue”. This will transfer you to the Status & History page.

MySCBOS

South Carolina Business One Stop
South Carolina's Business Portal

Logout

Welcome to SCBOS | Start Your Business | Run Your Business | SCBOS Library | SCBOS Community | **MySCBOS**

User Workspace: Summary ?

Featured Applications/Filings

- [Incomplete/Complete Featured Applications/Filings](#)
- [DHEC Retail Food Establishment](#)
- [SCDOR - Alcoholic Beverage License Renewal](#)
- [Consumer Affairs](#)
- [SCDEW - UCE-101/120 Quarterly Filings \(File and Pay Unemployment Insurance\)](#)
- [SCDEW - UCB-114 Low Earnings and Partial Claims Report](#)
- [SCDEW - NET-101 Request for Separation Information \(Employer Reply to Unemployment Claims\)](#)
- [SCDEW - BPC- Employer Earning Audit Notice](#)

Total number of businesses - (12)

Business Name	General Business DBA Name	Physical Address	City, State Zip
SCBOS Test, LLC	Incomplete	Incomplete	Incomplete

Step 2 – Once you are on the Status & History screen, click on “Start a Filing” and then “DEW – Outstanding Balance”.

SCBOS
South Carolina Business One Stop

Start a Filing ▾ | **Status & History ▾** | Shopping Cart 0

DEW - UCE-101/120 Quarterly Filings
DEW - Outstanding Balance

Status & History

- Incomplete 0
- Scheduled 0
- Completed 0
- All 0**

All Filings

Show 5 records

Business	Agency ID	Filing Type	Period	Filing Status	Payment Status	Reference #
Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...

0 - 0 of 0 records

← prev 1 next →

PAGE HELP



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Step 3 – SCBOS will ask you to enter the DEW account number (usually 6 digits). You do not have to enter leading zeros.

DEW Account Number

The screenshot shows the SCBOS (South Carolina Business One Stop) interface. At the top is the SCBOS logo and navigation links: "Start a Filing" and "Status & History". On the right, there is a user icon and a "Shopping Cart" with a count of 1. Below the header is a progress bar with three steps: "1. Enter Account Info" (active), "2. Filing", and "3. In Shopping Cart". On the left, there is a box for "DEW Outstanding Balance" with a link to "Enter Account Information". The main heading is "Enter your DEW Account Number". Below this is a required field labeled "* DEW Account Number" with an input box. A link "Don't have a DEW Account Number?" is next to the input field. A "Continue" button is at the bottom. A vertical "PAGE HELP" button is on the right side.

An asterisk in front of a label signifies that the field is required.



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Step 3 – Enter the Federal Employer Identification Number (FEIN) and DEW PIN. If you do not have a PIN, SCBOS will ask you for a four digit PIN of your choosing.

FEIN

DEW PIN

SCBOS South Carolina Business One Stop

Start a Filing Status & History

Shopping Cart 1

1. Enter Account Info 2. Filing 3. In Shopping Cart

DEW Outstanding Balance

Enter your FEIN and DEW PIN

Account Number 123456

* FEIN

* DEW PIN

Previous Save & Stop Delete Application Continue

FORGOT YOUR PIN?

If you have forgotten your PIN, please contact DEW at (803) 737-3075 so they can reset it for you. If you reset your PIN you will need to begin again with "Start a Filing"...

PAGE HELP

On this page and most other pages, you can select:

- Continue -- move forward
- Previous – move to the previous screen
- Delete Application – delete the filing

Step 4 – Verify contact information. To change the contact information, select the information you need to change and enter the correct information.

SCBOS South Carolina Business One Stop

Start a Filing Status & History

Shopping Cart 1

1. Enter Account Info 2. Filing 3. In Shopping Cart

DEW Outstanding Balance

Contact Information

Enter your Contact Information

Enter the contact information that DEW will use if there are any questions about your filing. You may edit the contact information here for this filing only.

* Contact Name John Doe

* Contact Email Address johndoe@email.com

* Contact Phone Number (803) 123-4567

Previous Save & Stop Delete Application Continue

PAGE HELP

- SCBOS will prevent you from starting a new filing if; a filing with the same account number has already been started and paused. Instead, SCBOS will ask you to restart the paused filing.



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Step 5 – Verify the Outstanding Balance Amount due. The amount stated is current through the filing date. Interest accrues 1% monthly on any unpaid contributions due.

The screenshot shows the SCBOS website interface. At the top, there's a navigation bar with "Start a Filing" and "Status & History" links. A progress indicator shows three steps: "1. Enter Account Info", "2. Filing" (current step), and "3. In Shopping Cart".

On the left, a sidebar titled "DEW Outstanding Balance" contains the text: "You may be permitted to make multiple payments on the same day; however, the outstanding balance amount will not reflect the accurate balance until the initial payment has been received and processed by DEW."

The main content area is titled "Your Outstanding Balance Calculated by DEW as of 7/23/2013". It includes a note: "Outstanding balance amount shown is current through this transaction month. Interest accrues at the rate of 1% a month on unpaid contributions." Below this is a table:

Description	Amount
Contribution Due	\$85.10
Contingency + Interest Surcharge	\$33.33
Interest	\$0.00
Report Penalty	\$0.00
Payment Penalty	\$0.00
Service Charge	\$0.00
Recording Fee	\$0.00
Net Charges	\$0.00
Net Prepaid Charges	\$0.00
TOTAL OUTSTANDING BALANCE	\$118.43

Below the table are four buttons: "Previous", "Save & Stop", "Delete Application", and "Continue".

On the right, there's a "PAGE HELP" button and a text box with instructions: "If you have recently filed a report on DEW or SCBOS and would like to pay this balance, please check back the next business day. If there is a discrepancy with the amount, please email DEW at ultax@dew.sc.gov. You may also call the Contributions Unit at (803)737-3080 Option 4 for questions regarding the amount owed."

Step 6 – Verify that your submission is correct. This screen summarizes the filing information prior to you moving the filing(s) to the Shopping Cart.

The screenshot shows the SCBOS website interface. At the top, there's a navigation bar with "Start a Filing" and "Status & History" links. A progress indicator shows three steps: "1. Enter Account Info", "2. Filing" (current step), and "3. In Shopping Cart".

On the left, a sidebar titled "DEW Outstanding Balance" is present.

The main content area is titled "Summary". It includes a section "Almost Done!" with the text: "You have completed the initial reporting portion of this filing. You must continue to the checkout process for the filing to be transmitted to DEW and make any payment if applicable."

Below this is a box titled "Your Summary" containing the text: "Total Outstanding Balance \$118.43".

At the bottom are four buttons: "Previous", "Save & Stop", "Delete Application", and "Continue".

On the right, there's a "PAGE HELP" button.

You are not done. You must select the "Continue" button to put the filing(s) in the Shopping Cart and check out.



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Shopping Cart

Step 1 – Select filings to be checked out.

Select Filing(s)

SCBOS South Carolina Business One Stop

Start a Filing Status & History Shopping Cart 1

1. Select Items To Checkout 2. Provide Payment Information 3. Complete Checkout

Shopping Cart

DEW Filings 1

1. Select Filings For Checkout
2. Enter the Amounts To Be Paid
3. Begin Checkout

0 filings selected
Selected Total Due: \$0.00
Selected Total To Pay: \$0.00

Business Name	Account No.	Filing	Period	Amt. Due	Amt. To Pay
BUSINESS NAME	000012345	DEW Outstanding Balance		\$25.00	

Begin Checkout

PAGE HELP

Step 2 - Enter the amount you are paying. You may pay the entire amount or make a partial payment. To begin checkout select the Begin Checkout button.

Amount to Pay

Begin Checkout

SCBOS South Carolina Business One Stop

Start a Filing Status & History Shopping Cart 1

1. Select Items To Checkout 2. Provide Payment Information 3. Complete Checkout

Shopping Cart

DEW Filings 1

1. Select Filings For Checkout
2. Enter the Amounts To Be Paid
3. Begin Checkout

1 filing selected
Selected Total Due: \$25.00
Selected Total To Pay: \$25.00

Business Name	Account No.	Filing	Period	Amt. Due	Amt. To Pay
BUSINESS NAME	000012345	DEW Outstanding Balance		\$25.00	\$25.00

Begin Checkout

PAGE HELP

Note, you can arrive at this screen by selecting “Shopping Cart” from outside the application, for example, from the top of the Status & History page.



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Step 3 – Enter financial information.

The screenshot shows the SCBOS checkout interface. At the top is the SCBOS logo and navigation links: 'Start a Filing', 'Status & History', a user icon, and 'Shopping Cart'. Below this is a progress bar with three steps: '1. Select Items To Checkout', '2. Provide Payment Information' (the current step), and '3. Complete Checkout'. The main content area is divided into two sections. The left section, titled 'Checkout Payment Information', shows the 'Total Amount To Be Paid' as \$25.00, the 'Payment Method' as 'Electronic Funds Withdrawal', and the 'Submission Date' as 07/30/2013. The right section, titled 'Bank Account Information', contains a form with the following fields: 'Choose Account or Enter New' (a dropdown menu), 'U.S. Based Account?' (radio buttons for Yes and No), 'Account Type' (radio buttons for Checking and Savings), 'Routing Number', 'Account Number', 'Repeat Account Number', 'Account Classification' (a dropdown menu), 'Account Nickname' (an optional text field), and 'Save This Account?' (a checkbox). A disclaimer text is present below the checkbox. At the bottom right of the form are 'Previous' and 'Continue' buttons. A yellow banner on the right side of the page reads: 'You may not schedule a payment later than the due date.' A vertical 'PAGE HELP' button is also visible on the far right.

Notes:

- **Total Amount to be Paid**
 - Select the payment method. Currently EFW is the only method available.
 - Enter submission date – there is only one date per checkout. You cannot schedule a payment beyond the due date.
- **Bank Account Information – Electronic Funds Withdrawal**
 - The routing number is the first number found on the MICR line or bottom line on the check.
 - The account number is the checking or savings account number. It is the second number at the bottom of the check.
 - The account classification is either personal or business account. If personal, enter the first and last name appearing on the bank account. If business, enter the business name that appears on the bank account.
- **Save this Account**
 - When saving this account information, the optional nickname that you enter can be very useful in identifying the account for future use. For example, you might use the name of the business.
 - Checking the optional check box will enable you to save the payment information and associate it with your User account.



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Step 4 – Review and Authorize Transaction.

The screenshot shows the SCBOS 'Review Transaction Information' modal window. The window has a blue header with the title 'Review Transaction Information'. Below the header, there is a paragraph of instructions: 'Please carefully review the following information. If it is correct select the "Authorize" button **ONCE**. If it is not correct select "Cancel" to return to Account Information.' This is followed by another paragraph: 'After selecting Authorize, **do not close your browser** until receiving confirmation that your payment has been processed. In the rare event that you do not receive confirmation, contact the SCBOS Helpdesk at (803) 898-5690 (choose option 3) or email scboshelp@scbos.sc.gov.' A third paragraph states: 'By clicking Authorize, I authorize SCBOS to debit the transaction amount shown below from the identified account.'

Transaction Amount	\$25.00
Submission Date	07/30/2013
Payment Type	EFW
Routing Number	XXXXXX041
Account Number	XXXXXX871

At the bottom of the modal, there are two buttons: 'Cancel' (yellow) and 'Authorize' (red).

Step 5 – Verify that the Checkout is complete.

The screenshot shows the SCBOS 'Checkout Complete' modal window. The window has a blue header with the title 'Checkout Complete'. Below the header, there is a green box with the text: 'Your transaction has been processed and your receipt is being generated. You will receive an email once the receipt is available.' Below this, the following information is displayed:

Transaction Reference Number: 123456789
Amount Paid: \$25.00
Scheduled Submission Date: 7/30/2013
Estimated Settlement Date: 7/31/2013

At the bottom of the modal, there are three buttons: 'Return To Status & History' (blue), 'Return To Cart' (blue), and 'Take Survey' (blue).

A receipt will be generated as a result of completing the transaction. The receipt may be accessed by returning to the Status & History page. In most cases the receipt will be generated by the time you return to the Status & History page.



Appendix A – Frequently Asked Questions and Answers

What is the purpose of the Outstanding Balance filing?

Answer:

The purpose of the Outstanding Balance filing is to provide an online electronic method of making payments to DEW. Outstanding balances can occur because of non-payment or partial payment. Note that this method of payment should be the exception. Most payments will be submitted on a regular basis with the UCE-101. Other reasons for there being an outstanding liability may involve penalties and interest. Submitting a payment in this manner, does not relieve the business of filing the UCE-101 and UCE-120 required by State law.

The Outstanding Balance listed in SCBOS can vary with the time. At any other time and date, the Outstanding Balance may be different. Failure to file a UCE-101 or UCE-120 by the due date may result in penalties.

Keep in mind that UCE-101 contribution payments are normally processed by DEW the next business day. This delay could affect the Outstanding Balance.

How do I file an Outstanding Balance Filing (payment)?

Answer:

You can access the Outstanding Balance workflow from the “MySCBOS” tab (if you are logged into SCBOS) by selecting “SCBOS Blue” from the drop-down.

You need to know your DEW account number, Federal Employer Identification Number (FEIN) and Personal Identification Number (PIN). If you don’t have a DEW account number, you can apply for an account number through SCBOS by first completing an Add Existing Business application then completing an Employer Registration application. If you don’t have a PIN, SCBOS will ask you to enter a four digit (numeric) PIN of your choice. From then on, you are to use the PIN you chose to enter. If you are unsure of the information that is required to file and pay, visit the [Checklist](#).

Can I schedule a payment for my Outstanding Balance filing?

Answer:

No. Outstanding Balance filings will not allow you to schedule future dates; however, a partial payment or a payment less than the amount owed can be specified. Note that the amount owed can change daily.

Can I file for more than one Outstanding Balance filing (payment) in the same day?

Answer:

No, you are not permitted to submit more than one Outstanding Balance filing for the same account on the same day.



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Will I receive an email upon certain events occurring?

Answer:

Yes. SCBOS will send a message to the email address associated with your User account about important events associated with the transaction as follows:

Condition or circumstance	Time message sent
Scheduled transaction being submitted for payment	1 day prior to scheduled date
Scheduled transaction is cancelled	Immediate
Paused transaction not completed	3 days prior to due date
Upon Checkout, payment could not be completed	Immediate

Will I receive a receipt upon checkout?

Answer:

Yes. There will be an entry for each Outstanding Balance filing. Ordinarily the receipt is available within seconds after you check out. Be sure to print the receipt – it is a record of the transaction.